## APPLICATION FOR RECORDS RETENTION SCHEDULE

Form 4998 (7-78)

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334, Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES ARCHIVES AND HISTORY DHR Division of Family & Children Services **Application Number** Application Date Specialized Services Section/ Preven-82-A December 8, 1978 tive, Supportive, and Adult Services Date Received Date Completed Application Number Unit/ 2nd Floor - 618 Ponce de Leon Ave JAN - 5 1979 DEC 14 1978 N.E., Atlanta, Ga. 30306 DHR-108 **Working Title** Telephone Number 2. Person to Contact Mrs. Margaret Pierson, Chief 894-4444 or Mrs. Frances Allen 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 77-82 c. Amend Application No. \_ Check One: 🔲 Change; 🔛 Supercede; 🔲 Void 5. Records Series Title (followed by title used in office; If different) 4. Dates of Series Farliest Legal Services Request/ Report Files July, 1976 to present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Specialized Services Section, through the supervision of 19 State District Directors and 159 County Directors of Departments of Family and Children Services, has the responsibility for overseeing the field administration of Services to Children and Families; Services to Adults: Work Incentive Program (WIN); Support Programs; and the State Placement Program. The Preventive, Supportive, and Adult Services Unit has the responsibility to provide services to County Departments of Family and Children Services through a cooperative agreement between DHR and the State Department of Law. In arranging for this service, the State Attorney General, through administrative order, appoints special attorneys (attorneys in private practice in defined areas, State-wide) to assist the Attorney General and his staff in providing legal representation and consultation to staffs of County Departments of Family and Children Services. 7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving requests from County Departments of Family & Children Services; arranging for legal services to clients through the State Department of Law; and apinproving payment for those services. form 510 (Rev. 9-77) (Legal Services Request/ Report) which shows DFACS Client Identification (Case ID #, name of parents, name of child(ren); program area of service (child protective services, adult protective services, foster care, adoption); eligibility status (recipient of AFDC or SSI, income eligibility, protective services, or none of the aforementioned); date, county, name of worker, name and address of attorney, and legal services requested, and appropriate explanations. Also included is a monthly listing from each attorney, State-wide, showing names of clients served and services rendered; correspondence approving payment for services, and related matters. alphabetically by county; thereunder, alphabetically by name of attorney. 8. Monthly Reference Rate How often are records referred to which are: 10 Thirteen to twenty-four months old \_ One to six months old Seven to twelve months old twenty-five months and older 9. Annual Rate of Accumulation or Records ; Legal-size drawers : Other (Specify)

				tolo Donailinana
a. is this the office	it? Law h	as the officia	in this Unit the S 1 copy of applicable a	ttornevs lotes.
		n requiring security hand	iling? If yes, cite law or regulation.	7
X c. is this a vital rec	cord?	100		
d. Does this series	have historical or long term rest	erch velue?		
x e. When one or two		necessary to keep the en	ntire file for a long period, could these	documents
X f. is the information	on contained in this series ever p	sublished? If yes, ettech	1 сору.	
g. is the information of the second of the s	on contained in this series ever a ppy.	malyzed and/or recorded	i in a summarized report?	
If yes, where?		DHR B	ragency? State Departmen udget Office and DHR A	
	a major portion of it) regularly	<del></del>		
	series result in a computer prin			
Retention Requirements	The fo	ollowing requires the seri	ies to be kept:	
a. State Law	years.	d.	Audit period	years.
b. Statute of limitation	years,	•.	Administrative need	
c. Federal lew	years,	<b>f.</b>	Federal retention instructions	years.
		• • • • • • • • • • • • • • • • • • • •	and the Marie Control of the Control	,
Attach copy or excerpt of law	s or regulations. Explain admini	istrative need.		
for reference	10	*		
TOT TETETETIC	ie .		en e	
and the second second	en la	•		e en la companya de la companya de La companya de la co
			ranger (n. 1945). Na tanàna mandritry ny taona mandritry (n. 1944).	
☐ Transfer to State Records © ☐ Destroy ☐ Transfer to State Archives (	Center; holdye for permanent retention,	ar(s); then		
Other (Specify)		1		
HR Office of Budget	Administration		and the second of the second o	
			· · · · · · · · · · · · · · · · · · ·	
Apply approved	Schedule No. 75-24	0 - BUDGET (DH	R State-wide) FILES	
		0 - BUDGET (DH	R State-wide) FILES	
HR Office of Accoun	nting Services			
OHR Office of Accoun	nting Services		R State-wide) FILES AYABLE (Expenditure Vo	ucher) FILES
OHR Office of Accoun	nting Services			ucher) FILES
OHR Office of Accoun	nting Services	5 - ACCOUNTY P.		ucher) FILES
HR Office of Accoun	nting Services Schedule No. 78-18	5 - ACCOUNTY P.		ucher) FILES
HR Office of Account Apply approved  These instructions apply to all	nting Services Schedule No. 78-18 prior and future accumulations	5 - ACCOUNTY P.		ucher) FILES
HR Office of Account Apply approved  These instructions apply to all	nting Services Schedule No. 78-18 prior and future accumulations	of the series.  Records Manage	AŸABLE (Expenditure Vo	Date
Apply approved  These instructions apply to all gency Head/Designee (Signature)	nting Services Schedule No. 78-18 prior and future accumulations	5 - ACCOUNTY P. of the series.  Records Manag	AYABLE (Expenditure Voi	Date
Apply approved  These instructions apply to all  gency Head/Designee (Signature)  ecommendations in paragraph are approved.	nting Services Schedule No. 78-18 prior and future accumulations	5 - ACCOUNTY P. of the series.  Records Manag	AYABLE (Expenditure Volume)  perment Officer (Signature)  plate ) / (	Date 12/7/78
Apply approved  These instructions apply to all  gency Head/Designee (Signature)  ecommendations in paragraph 2 are approved.	Schedule No. 78-18  prior and future accumulations  Date  12-7-	of the series.  Records Management of the series.  Records Management of the series.	AYABLE (Expenditure Volume)  perment Officer (Signature)  plate ) / (	Date 12/7/78
OHR Office of Account Apply approved  These instructions apply to all	State Auditor/Designee	of the series.  Records Manage  78  Eliza  State Records	AYABLE (Expenditure Volume)  Sement Officer (Signature)  beth W. Crank, C.R.M.  cords Committee (Signature)	Date 12/7/78  Date 12/8/78

::



AR-50-71; Rev. 78

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR	RECORDS	MANAGEMENT USE	
Application Date	Department of Human Resources	Applicatio		maire on aire eye	
3/10/77	Division of Social Services	77	77- 01		
Application Number	Program Unit - Protective Services	Date Rece	-00	Date Completed	
DHR-130	47 Trinity Avenue	MAR 1 C			
	Atlanta, Georgia 30334	IMMAN 1 C	1977	MAR 3 0 1977	
2. Person to Contact Val Weathers	<b>Working Title</b> Social Service Co	nsultant		Telephone Number 656-4470	
3. Action Requested					
a. 🖸 Establish Retention	Schedule; record will continue to accumulate.				
	accumulation; no further accumulation anticipated.	•		D'A and	
c. Amend Application			id		
4. Detes of Series Earliest Latest	5. Records Series Title (followed by title used in office; if	different)			
1975 Present	Legal Services Request/Report Files				
6. Division and Office Function	What is the function of the Division and the Office	in which this	record ser	ies is created?	
non-medical service the placing of fost	al Services is responsible for administer programs directed to the indigent of the er and adoptive children; and for providing the delivery of community social services	State. In groupsel	hese se	ervices include	
Children Services th	provided to Social Services staff of Count prough a cooperative agreement between the	_		•	
cial Attorneys to ass	of Law. The Attorney General by administration is the Attorney General and his staff in	ative ord providin	er appo g consu	ıltation and	
cial Attorneys to ass representation to So	sist the Attorney General and his staff in ocial Services staff of County Departments	ative ord providing of Famil	er appo g consu y and C	ıltation and Children Servic	
cial Attorneys to ass representation to So	sist the Attorney General and his staff in ocial Services staff of County Departments o practive in each defined area are select	ative ord providing of Famil	er appo g consu y and C	ıltation and Children Servic	
cial Attorneys to ass representation to So Attorneys in private 7. Record Series Description Documents relating to: C following program	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet) This file contains the following documents (include form Attach samples of the file. Coordinating request for legal services on areas, Child Protective Services, Adult Protective Services, Adult Protective Services	rative ord providing of Famil ed by the numbers and behalf of	er appo eg consu y and C Depart titles, if a	ultation and Children Service the Law.  ny:  ts in the	
representation to So Attorneys in private 7. Record Series Description Documents relating to: C following program and Adoption Servi Included are: Legal Se date of request, C	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet) This file contains the following documents (include form Attach samples of the file. Coordinating request for legal services on areas, Child Protective Services, Adult Protective Services, Adult Protective Services	rative ord providing of Familed by the numbers and behalf of rotective ifying rec ress, type	er apport g consu y and C Depart titles, if a f clien Service questing	ultation and Children Service the following the county DFACS	
representation to So Attorneys in private Attorneys in private 7. Record Series Description  Documents relating to: C following program and Adoption Servi Included are: Legal Se date of request, C needed, previous 1	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Proces.  Tryices Request/Report (DCS/SSS-510) identical asseworker's name, attorney's name and addingal activity on case and DFCS Client Identical	rative ord providing of Familated by the numbers and behalf of rotective ifying receives, type ntification	er apport g consu y and C Depart titles, if a f client Service questing e of leg	Iltation and Children Service the following the county DFACS gal services	
representation to So Attorneys in private  7. Record Series Description  Documents relating to: C following program and Adoption Servi included are: Legal Se date of request, C needed, previous 1  Files are arranged	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  coordinating request for legal services on areas, Child Protective Services, Adult Process.  rvices Request/Report (DCS/SSS-510) identicates asseworker's name, attorney's name and additional services rame.	rative ord providing of Familated by the numbers and behalf of rotective ifying receives, type ntification	er apport g consu y and C Depart titles, if a f client Service questing e of leg	Iltation and Children Service the following the county DFACS gal services	
representation to So Attorneys in private Attorneys in private 7. Record Series Description  Documents relating to: C following program and Adoption Servi Included are: Legal Se date of request, C needed, previous 1	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Proces.  Tryices Request/Report (DCS/SSS-510) identical asseworker's name, attorney's name and addingal activity on case and DFCS Client Identical	rative ord providing of Familated by the numbers and behalf of rotective ifying receives, type ntification	er apport g consu y and C Depart titles, if a f client Service questing e of leg	Iltation and Children Service the following the county DFACS gal services	
representation to So Attorneys in private  7. Record Series Description  Documents relating to: C following program and Adoption Servi included are: Legal Se date of request, C needed, previous 1  Files are arranged	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Proces.  Tryices Request/Report (DCS/SSS-510) identical asseworker's name, attorney's name and addingal activity on case and DFCS Client Identical	rative ord providing of Familed by the numbers and behalf of rotective ifying receives, type ntification	er apport g consu y and C Depart titles, if a f client Service questing e of leg	Iltation and Children Service the following the county DFACS gal services	
cial Attorneys to ass representation to So Attorneys in private 7. Record Series Description  Documents relating to: C following program and Adoption Servi Included are: Legal Se date of request, C needed, previous 1  Files are arranged of client	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Process.  Tryices Request/Report (DCS/SSS-510) identicates as a seworker's name, attorney's name and addregal activity on case and DFCS Client Idea alphabetically by name of county thereum	rative ord providing of Familed by the numbers and behalf of rotective ifying receives, type ntification	er apport g consu y and C Depart titles, if a f client Service questing e of leg	Iltation and Children Service the following the county DFACS gal services	
representation to So Attorneys in private  7. Record Series Description  Documents relating to: C following program and Adoption Servi included are: Legal Se date of request, C needed, previous 1  Files are arranged	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Process.  Tryices Request/Report (DCS/SSS-510) identical asseworker's name, attorney's name and addregal activity on case and DFCS Client Identical alphabetically by name of county thereune alphabetically by name of county thereune continued to twelve months old 5 Thirteen Services Seven to twelve months old 5 Thirteen County there are records referred to which are:	rative ord providing of Familated by the numbers and behalf of rotective ifying receifying receifying restriction der, alpha	er apport g consulty and C Depart titles, if a f client Service questing e of legon. abetica	Iltation and Children Service thent of Law.  ny): ts in the es, Foster Care grounty DFACS gal services  lly by name	
cial Attorneys to ass representation to Sc Attorneys in private Attorneys in private T. Record Series Description  Documents relating to: C following program and Adoption Servi Included are: Legal Se date of request, C needed, previous 1  Files are arranged of client  3. Monthly Reference Rate One to six months old	sist the Attorney General and his staff in ocial Services staff of County Departments of practive in each defined area are select (Continued - attached sheet)  This file contains the following documents (Include form Attach samples of the file.  Coordinating request for legal services on areas, Child Protective Services, Adult Process.  Tryices Request/Report (DCS/SSS-510) identicates assworker's name, attorney's name and addregal activity on case and DFCS Client Identically by name of county thereund alphabetically by name of county thereund alphabetically by many of county thereund alphabetically by services as a county thereund alphabetically by services are ferred to which are:  20	rative ord providing of Familated by the numbers and behalf of rotective ifying receifying receifying restriction der, alpha	er apport g consulty and C Depart titles, if a f client Service questing e of legon. abetica	Iltation and Children Service thent of Law.  ny): ts in the es, Foster Care grounty DFACS gal services  lly by name	

(Qver)

YEŞ	NO	10. Questionnaire	(Place an ")	X" in the proper of	<u>∞lumn)</u>	
X		a. Is this the offic		series?		*
		If not, where is b. Does the series		dential information	on requiring security handling? If yes, cite law or req	julation.
X	X	c. Is this a vital re	ecord?			
	X	d. Does this series		or long term res	search value?	
	X	the state of the s	•		it necessary to keep the entire file for a long period, o	and the second s
	X	documents be :  f. Is the informat			published? If yes, attach copy.	
X					analyzed and/or recorded in a summarized report?	
X		h. Is there a dupli	ication of this	series in your offi DFACS, Atto	ice, or in another office or agency?	
	X			<del>-</del>	y microfilmed?	
	X			in a computer pri		
11. 1	Retent	ion Requirements	TΛ	ne following requi	ires the series to be kept:	
	o. Stat	te Law tute of limitation eral law		years. years.	d. Audit period e. Administrative need f. Federal retention instructions	years. years.
,	فعمد حاد	copy or excert of la		one. Evoleia adm	ninistrativa assad	
		e reference ne	·			
		e rererence ne	cu is a ne	aximum 3 yea		
10				•,		
	<del></del>	red Disposition Instr d in the current file:	0	Calendar Year;	mends that the file series be cut off at the end of each  Fiscal Year; Other See below  year(s); then	n: then,
	Holes Tra	d in the current file: nafer to local holdin nafer to State Recor troy, nafer to State Archiv	s ares g ares; hold ds Center; hold	Calendar Year;month(s)year(s	☐ Fiscal Year; ☐ Other <u>See below</u> year(s); then s); then	• •
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files nafer to local holdin nafer to State Recor troy, nafer to State Archiv er (Specify)	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
() () () () ()	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold ds Center; hold ves for permane	Calendar Year; month(s)	Fiscal Year; Other See below  year(s); then ear(s); then  year (s); then  year (s); then	then,
St Re	Holl Tra	d in the current files  nsfer to local holdin  nsfer to State Recor  troy.  nsfer to State Archiver (Specify)  ng January 1,	g area; hold rds Center; hold ves for permane  1977, cut- 1 3 years;	Calendar Year; month(s) year(s)  ent retention.  off file ev then destro	year(s); then s); then ear(s); then ear(s); then yery six months; then transfer to the	then,
St Re	Holl Tra	d in the current files insfer to local holdin insfer to State Recor troy. insfer to State Archiv or (Specify) ing January 1, is Center, hold	g area; hold rds Center; hold ves for permane  1977, cut- 1 3 years;	Calendar Year; month(s) year(s)  ent retention.  off file ev then destro	year(s); then s); then ear(s); then ear(s); then yery six months; then transfer to the	then,
St Re	Holl Tra	d in the current files insfer to local holdin insfer to State Recor troy. insfer to State Archiv or (Specify) ing January 1, is Center, hold	g area; hold	Calendar Year; month(s) year(s)  ent retention.  off file ev then destro	year(s); then s); then ear(s); then ear(s); then yery six months; then transfer to the	e State
St Re	Holl Tra	d in the current files nsfer to local holdin nsfer to State Recor troy. nsfer to State Archiver (Specify) ng January 1, s Center, hold	g area; hold	calendar Year; month(s)year(s)  ent retention.  off file ev then destro	year(s); then si; then ear(s); then very six months; then transfer to the by.  Records Management Officer (Signature)	e State  Date
() () () () () () () () () () () () () (	Holl Tra	d in the current files nsfer to local holdin nsfer to State Recor troy. nsfer to State Archiver (Specify) ng January 1, s Center, hold	g area; hold	calendar Year; month(s)year(s)  ent retention.  off file ev then destro	year(s); then sar(s); then very six months; then transfer to the by.  Records Management Officer (Signature)  W. J. M. J. M. J.	Date 3-10-77
St Re	Hole Tra	d in the current files  Inster to local holdin  Inster to State Recor  Itroy.  Inster to State Archiver (Specify)  Ing January 1,  Is Center, hold  Instructions apply to  Id (Designer (Signate)  Id (Signate)	g area; hold	calendar Year; month(s)	year(s); then si; then ear(s); then very six months; then transfer to the by.  Records Management Officer (Signature)	Date  Oate  Oate
Agent	Transport	d in the current files insfer to local holdin insfer to State Recor itroy. Insfer to State Archiver (Specify) Ing January 1, Is Center, hold dipelignee (Signat dations in para- eapproved. Instructions apply to	g area; hold	Calendar Year; month(s)	year(s); then sy; then ear(s); then very six months; then transfer to the by.  Records Management Officer (Signature)  State Records Committee (Signature)	Date 3-10-77 Date 7-19-77
Agent	Tra Tra Tra Tra Tra Tra Tra Coth arti cord	d in the current files insfer to local holdin insfer to State Recor itroy. Insfer to State Archiver (Specify) Ing January 1, Is Center, hold dipelignee (Signat dations in para- eapproved. Instructions apply to	g area; hold	calendar Year; month(s)	year(s); then sar(s); then very six months; then transfer to the by.  Records Management Officer (Signature)  W. J. M. J. M. J.	Date  Oate  Oate

Department of Human Resources
 Division of Social Services

 Program Unit - Protective Services
 47 Trinity Avenue
 Atlanta, Georgia 30334

## #6 (continued)

The Attorneys prepare itemized monthly statements of legal services provided. These statements are submitted to the Department of Law for payment and forwarded to the Division of Social Services for reimbursement. Consultation is reimbursed at \$30.00 per hour; representation is reimbursed at \$35.00 per hour. Social Services staff initiate legal services by submitting Form (DCS/SSS-510) monthly to account for activities of the lawyer related to that particular child/family. Submittal of Form 510 to the State Office authorizes reimbursement for the attorney's services. Cases may remain active for a number of months.